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23 February 1949

PROPOSED TABLE OF ORGANIZATION FOR O P C TRAINING DIVISION

1. GENERAL. a. A large percentage of both the Washington staff and the field positions in the training division could be filled by personnel from the armed services, provided this policy was approved by ADPC and the Secretary of National Defense.

b. For the purpose of this study, CAF ratings have been shown for the bulk of the positions listed.

c. The figures presented in this study indicate the goal to be attained by 30 June 1949. ?

2. OFFICE, CHIEF OF TRAINING. (a) The chief of training directs the activities of the instructional, administrative, and supply staff of his division, as well as the students enrolled in the various courses of instruction under OPC control. He is directly responsible to the Executive Officer for Support.

b. His principal assistant is the deputy chief of training who directs activities of the division during the temporary absence of the chief on inspection trips, leave of absence, or hospitalization.

c. Other personnel in his office consist of an administrative assistant who will handle administrative matters concerning the various training branches, and a secretary who will handle the correspondence and filing required in the office, an editor, and a clerk-stenographer.

3. TRAINING BRANCHES. Under the chief of training, there will be four branches as follows:

(1) Assessment Branch

(2) Basic Intelligence Branch

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(3) Political and Psychological Warfare Branch

(4) Preventive Direct Action Branch

4. ASSESSMENT BRANCH. a. The assessment branch will initially conduct a testing assessment program during the fiscal year 1949. It is planned to add a situation assessment program later, in the first part of the fiscal year 1950.

b. The testing assessment program will consist primarily of testing and interviewing applicants for positions in OPC, under stress conditions over a period of two or three days. Recommendations will be made to ADPC as to the suitability of applicants for employment. The duties of recruiting will remain with the OPC staff officers and program chiefs, and will not be included in the duties of the assessment branch.

c. The situation assessment program will include all of the elements of the testing assessment program. In addition, the applicants for OPC positions will be conducted through many situation tests which are work samples of the positions for which they are being considered. Recommendations as to the suitability of applicants for employment will be made to ADPC at the conclusion of these tests.

d. In addition to the above-named formal tests, successful applicants for employment will continue to be assessed as they progress through their various courses of instruction in the OSO and OPC training programs. In addition, case officers returning from overseas tours of duty will be reassessed to determine their suitability for further duty overseas and recommendations as to type of duties to be assigned will be made to ADPC in each case.

e. The professional staff would be augmented by clerical assistants.

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Approved For Release 2001/07/28 : CIA-RDP57-00012A000500030026-7

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f. TRAINING-AREA GROUP. The training-area group will support the other training groups. This will include the housekeeping personnel (mess, clerical, supply), as well as the procurement and delivery of supplies.

8. OVERSEAS TRAINING AREAS. a. The establishment of branch training areas overseas will probably not take place prior to the close of the fiscal year 1949.

b. When such branches are set up, an overseas training-areas branch will be formed to supervise and support these schools.

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